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## TUITION AND OTHER FEES

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Chief Financial Officer and Vice-President Administration
<b>Related Policies / Legislation</b>	University Act, s. 27 Board Policy on Tuition and Other Fees (BRP-205.01)

### PURPOSE

Under authority delegated by the Board through BRP-205.01, this policy establishes the principles for setting, collecting, and administering tuition and other student fees at UFV, the collection of which is authorized by the *British Columbia University Act*, section 27 (2) (m) (i-vi).

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### SCOPE

This policy applies to all tuition fees and other mandatory and incidental student fees at UFV. This policy does not apply to contract training undertaken at UFV.

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### DEFINITIONS

In this policy, the following definitions apply:

**Tuition fees** – Fees for instruction

**Mandatory fees** – Required student fees other than tuition that are charged as a proportion of tuition fees (ancillary fees) or as semester-based or annual fees. Such fees include but are not limited to student society fees and ancillary fees.

**Incidental fees** – Fees assessed for discretionary services, costs, fines and/or penalties

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### POLICY

Setting, collecting, and administering tuition and other student fees shall be consistent with the UFV Board of Governor's Policy on Tuition and Other Fees (BRP 205.01).

#### Tuition and mandatory fees

- On an annual basis, tuition and mandatory fees are determined and approved by the Board of Governors.
- Fees may vary between programs as determined by the university and approved by the Board of Governors.
- Full or partial tuition fee waivers for designated groups are at the discretion of the university. Such tuition fee waivers are determined by the university and approved by the Board of Governors.

**Payment of fees and late penalties**

- Semester fee payment deadlines will be established by the Registrar and will be publicized.
- Penalties for late payment of fees will be established by the Registrar and Chief Financial Officer/VP Administration (“CFO”).

**Incidental fees**

- Incidental fees shall be approved by the vice-president responsible for the area.
- Fees for services or materials shall be designed to recover direct costs or a reasonable estimate of such costs. These types of fees may include but are not limited to instructional support materials or supplies for the sole use of individual students, costs of field trips, residence fees, equipment rental, special instructional support activities, and fees for services.
- Incidental fees also include fines, which may include but are not limited to library fines, residence fines, equipment fines, or student conduct-related fines.

**Student society fees**

- Upon notice from a student society, UFV will collect fees that have been established by a majority student referendum in accordance with *University Act* section 27.1.

**Refund of fees**

- Refund deadlines and the proportion of fees refunded for domestic and international students will be determined by the Registrar and CFO.
- Refund deadlines and the proportion of fees refunded to Continuing Studies students will be approved by the appropriate vice-president.

**Communication of Information**

- Fee information and information about refund deadlines and process will be published on the UFV website and in other locations and manners as appropriate and helpful.
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